

Softskill assignment

Email writing

1. Thank you Email

Subject :

Thank You!

Body:

Hi Rahul Vora,

I hope you're doing well

Greetings! I just wanted to take a moments to say a big thank you for all your help during the recent project.Your guidance made a huge difference

In tackling the challenges I faced as a developer.

I really appreciate your feedback and time you spent for help me to refine my work.it's great to have a leader like you who is always willing to support the team. I look forward to our continued collaboration on future projects.

Best regards,

Smit Meshvaniya

Software developer

2. Letter of apology

Subject:

Regrettably Unable to Attend Your wedding

Body:

Dear Rahul,

I hope you are having a wonderful time to preparing for your big day! I wanted to reach out personally to express my sincerest apologies for not being able to attend your wedding. Due to unavoidable work commit, I will not be able to join you on your special day.

I'm genuinely disappointed to miss this milestone in your life, as I know how special it is to. Please know that I will be thinking of you and celebrating from afar.

Let's catch up soon I'd love to celebrate together in some way.

Sending you all my best wishes for a magical day!

Warm regards,

Smit Meshvaniya

3. Email of Inquiry for Requesting Information

Subject:

Inquiry for Information on Catering Services

Body:

I hope this message finds you well .I am writing to inquire about your catering services for an upcoming event we are planning.

Could you please provide information on the following:

1. What types of menu do you offer, and can they be customized?
2. What are your pricing structure for different group size?
3. Are you available for our event date on 30 June 2024?
4. Do you provide equipment rentals,such as tables and chairs?

Thank you for your assistance.I look forward to your response!

Best regards,

Smit Meshvaniya

rmsk@gmail.com

Event Coordinator,Munirya Creations

4. Asking for a Raise in Salary

Subject:

Request for Salary Review Meeting

Body:

Dear Alex,

I hope this message finds you well. I am writing to request a meeting to discuss my salary and the possibility of a raise.

Over the past year, I have taken on additional responsibilities, including taking database projects with advanced frameworks and doing massive embedded projects get done within a short time which resulted in a 30% increase in sales. I have also contributed to improving team efficiency by implementing new software, which I believe has positively impacted our team and overall success of company.

Given these contributions and my continued commitment to organization, I would appreciate the opportunity to discuss my performance and the value I bring to the team. Could we schedule a time to meet in the next week or two?

Thank you for considering my request. I look forward to our conversation.

Best regards,

Msk

Software Developer,

rmsk@gmail.com

5. Resignation email

Subject :

Resignation Notice

Body:

Hi Alex,

I hope all is well with you!

I wanted to let you know that I have made a decision to resign from my position at INF infotech. After careful consideration, I have decided take a different direction in my carrier.

I want to express my gratitude for the support and guidance you have provided during my time here. Working with you as a team has been amazing experience. I will do my best to ensure a smooth transition over the next couple of weeks and help with anything you need.

Thank you,

Smit Meshvaniya

Software developer